

STATISTICAL REPORT OF ISB ACTIVITIES
for August 1955

A. Visual Aids Section

1. Received a total of 27 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop work on a total of 120 items, including sketches, graphs, drawings, signs, posters, and display items of which:
 - a. 1 project totaled 40 man hours or more;
 - b. 1 project totaled 80 man hours or more.
3. Received a total of 6 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed 1 still picture request, consisting of 5 originals, totaling 5 prints.
 - b. Processed and developed 86 feet of ophthalmograph film (35 mm.)

B. Audio Aids Section

1. Number of requests handled: 82 covering 127 items
2. Number of films procured: 65
3. Number of films projected: 50
4. Number of sound recordings made: 243 hours
5. Number of preventive maintenance checks made: 168
6. Number of emergency checks made: 26

C. Map and Chart Services

1. Number of requests for maps or services: 25
2. Number of reference requests received: 1
3. Number of map sheets distributed: OTR, 52; Non-OTR, 53
4. Designed and mounted a total of 6 maps
5. Reviewed and prepared the written specifications for the production of 5 maps for overseas training.

D. Library Services Section

I. Operation of Libraries

1. Operated the OTR Library with this volume:
 - a. Book charges: 201
 - b. Periodical charges: 65
 - c. Vertical file charges: 2

- d. Inter-library loans ordered: 162
- e. Inter-library loans received: 188
- f. Books ordered: 232
- g. Books received: 178
- h. New periodicals received: 7
- i. Classified materials ordered: 10 requisitions
- j. Classified materials received: 14 orders
- k. GUIDE requests processed: 109; requests filled: 85
- l. Information reports scanned: 6100
- m. Documents distributed (Vault): 158
- n. Overseas requests filled: 4

II. Reference, research and bibliographic functions

- 1. Processed 75 reference questions.
- 2. Processed 10 research requests totaling 18 man hours.
- 3. Conducted research and prepared 5 bibliographies, of which 1 was completed and 1 annotated, totaling 66 items and 130 man hours.
- 4. Published 2 issues of the GUIDE containing a total of 157 annotated items.

III. Translation requests

- 1. Arranged for the translation of 9 documents, books, etc., totaling 758 pages, in 2 different languages.

IV. Serviced the sub-library collections in the following volume:

- 1. Library
 - a. Research requests: 1
 - b. Book accessions: 4
 - c. Document accessions: 200

2. Other Collections

BS/Management Training: 17

IS/World Communism: 15

OS/

OS/

E. Editorial and Reproduction

- 1. Edited two special instructional projects: total pages, 49 (Guide cards).
- 2. Edited, typed, processed and distributed 11 administrative communications from Office of Director of Training.
- 3. Processed 37 requests through Printing and Services Division/LO.
- 4. Reproduced internally, 113 requests from offices of OTR: 607 masters and/or stencils.